



Job Title: CUSTODIAL SUPERVISOR

Department /Office: Office of Facilities & Risk Management

Reports to Whom (title): Director

Salary / Hourly Range: 7

Job Classification Code: 9410

Level of Background Check: 1B

FLSA Status: EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

JOB DESCRIPTION:

The work includes duties involving different and related processes and methods. The decision regarding what needs to be done analysis of the subject, phase or issues involved in each assignment and the chosen course of action selected from alternatives.

SCOPE:

This position is responsible for oversight and supervision of custodial operations to ensure work methods, standards, procedures are followed to maintain a clean, safe environment; and performs related work as assigned.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Coordinates and supervises custodial operations and work schedules; develop and implements work methods, standards and procedures in accordance with Health & Safety and Hazard Communications regulations; addresses custodial concerns in a timely manner; conducts follow-ups when necessary.
2. Supervises assigned personnel; monitors and inspects work in progress or completed to ensure assigned duties are performed; provides orientation, mentoring, coaching and evaluation; initiates personnel actions, including performance appraisals.
3. Conducts and maintains inventory of custodial supplies and equipment; monitors usage and requisitions for replenishment; ensures chemicals are properly handled and stored in accordance with safety standards; ensures equipment are properly maintained in good operating condition.
4. Assists with budget preparation; maintains a custodial accounting system to monitor expenditures; prepares and submits required reports to the supervisor.
5. Performs usual custodian services to supplement regular custodian crew and on minimal crew size, ie: cleans and sanitizes to hospital grade; restrooms, buildings, furniture and equipment; prepares cleaning chemicals and disinfectants according to directions; follows health, safety and environmental regulations in the daily operations of the Custodian Services.
6. Performs other duties as assigned or authorized to achieve program goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, supervisor, programs/offices, vendors and the general public. The purpose of these contacts is to exchange factual information, provide assistance & services and promote positive public relations.

SUPERVISION RECEIVED:

The incumbent is under general supervision and line authority of the Director. The employee and supervisor in consultation develop projects, results and expected timelines. The employee is responsible for planning and carrying out assignments, resolving most of the conflicts that arise and coordinates work with others as necessary. The supervisor is kept informed of progress and potentially controversial matters. Completed work is evaluated for technical soundness, conformity to policy and in meeting requirements or expected results.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work requires physical exertion such as long periods of standing, walking, bending, stretching, climbing and lifting objects in excess of 10 lbs. The incumbent may be exposed to some occupational hazards such as blood-borne pathogens, which may include, but are not limited to, Hepatitis B and Human Immunodeficiency Virus (HIV) and Hantavirus requiring the incumbent to wear protective clothing & gear and adhering to safety precautions and standards. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education : High school diploma or G.E.D. certificate;

AND

- B. Experience : Three (3) years custodial experience, two (2) years of which is in a supervisory capacity addressing General Office Administration duties.

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of custodial cleaning methods, practices and procedures
- Knowledge of occupational safety and health regulations and guidelines
- Knowledge of custodial equipment, preventative maintenance and repair
- Knowledge of environmental protection regulations and guidelines
- Knowledge of general office practices & procedures and computer hardware, software and peripherals

B. Skills:

- Skill in verbal and written communications
- Skill in prioritizing, coordinating, scheduling, assigning, reviewing, and evaluating work
- Skill in loading, storing, delivering, maintaining and securing custodial supplies and equipment
- Skill in effective customer service techniques

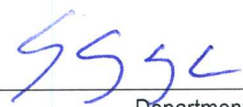
C. Abilities:

- Ability to lead and motivate staff creating a teamwork concept/environment
- Ability to establish work assignments and supervise their completion
- Ability to perform the full functional responsibilities of the position
- Ability to safely use and instruct others in the use of chemicals, cleaning material, and equipment
- Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:


1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess or be able to obtain & maintain a valid Arizona Driver's License and complete & pass the Hopi Tribe's Defensive Driving Course.
3. Must satisfactorily complete an annual physical examination and drug & alcohol test.
4. Posses or be able to obtain & maintain certification a First Aid and Cardiopulmonary (CPR) card.

REVIEWED BY: _____


Department/Office Hiring Authority


Date

APPROVED BY: _____


Director of Human Resources


Date PD Certified